

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit A"

I, **RYSAN C. GUINOCOR**, OIC Director of Office of the Director for Administrative Services (ODAS) commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **January - June, 2022**.

Approved:

DANIEL LESLIE S. TAN
Vice President, OVPAP

RYSAN C. GUINOCOR
OIC Director, ODAS

Appointment/Status	Number
OIC Director	1
Job Order	1
Office Heads	5
TOTAL	7

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES (ODAS)									
UMFO 5: SUPPORT TO OPERATIONS									
	VPAF STO 1: ISO aligned management and administrative support services								
	ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes								
	PI 1: Percentage of clients served rated the services received at least very satisfactory or higher	RC Guinocor, AB Besavilla	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	
	VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS								
	ODAS STO 3: ARTA aligned frontline services								
	PI 1: Efficient & customer friendly frontline service	RC Guinocor, AB Besavilla	Zero percent complaint from clients served	100% Accomplished	5	5	5	5	
	VPAF STO4: INNOVATIONS & BEST PRACTICES								
	ODAS STO 4: Innovations & new Best Practices Development Services								
	PI 1: Number of new systems/innovations/proposals introduced and implemented	RC Guinocor	1	2	5	5	5	5	
	UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE								
	VPAF GASS 1: Human Resource Management and Development								
	ODAS GASS 1: Administrative and Support Services Management								
	PI 1: Number of administrative services/documents acted within time frame	RC Guinocor, AB Besavilla	500 documents systematically filed and acted within time frame	1,602 documents	5	5	5	5	
	PI 2: Number of committee assignments served/functions performed	RC Guinocor	5 committee assignments served/functions performed	7	5	5	5	5	



	PI 3: Number of ManCom Meetings presided and conducted	RC Gulnecor	10 Mancom Meetings	6	4	4	4	4	4	
OFFICE OF THE HEAD OF RECORDS AND ARCHIVES (OHRA)										
UMFO 5: SUPPORT TO OPERATIONS										
VPAF STO 1: ISO aligned management and administrative support services										
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes										
OHRA STO 1.1: ISO 9001:2015 aligned documents and compliant processes										
PI 1: Percentage of clients served rated the services received at least very satisfactory or higher										
All RAO Staff										
95% of clients rated services as very satisfactory or higher										
100% of clients rated services as very satisfactory or higher										
PI 2 Number of quality procedures revised/updated and registered at QAC										
MS Miralfor, dDRC, Alternate dDRC										
One (1) quality procedure and form revised and registered										
One (1) quality procedure for revision once FOI Manual is approved; additional form was added and for registration										
PI 3 Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures										
All OHRA Staff										
100% ISO compliant evidences readily available										
100% ISO compliant evidences readily available										
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 2: FOI aligned frontline services										
OHRA STO 2: FOI aligned frontline services										
PI 4: Percentage compliance of reporting requirements in accordance with FOI Manual										
MS Miralfor GM										
100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary										
100% implementation and processing of FOI Requests for information or Document										
100% implemented										
PI 5: Percentage of draft FOI Manual revised										
MS Miralfor										
50% of FOI Manual revised										
85% of FOI Manual revised										
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 3: ARTA aligned frontline services										
OHRA STO 3: ARTA aligned frontline services										
PI 6: Efficient & customer friendly frontline service										
All OHRA Staff										
Zero percent complaint from clients served										
Zero percent complaint from clients served										
VPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS STO 4: Innovations & new Best Practices Development Services										
OHRA STO 4: Innovations & new Best Practices										
PI 7: Number of new systems/innovations/proposals introduced and implemented										
All OHRA Staff										
100% implementation of handling the request form to the FOI Decision Maker instead of the requestor										
100% implementation of handling the request form to the FOI Decision Maker instead of the requestor										
90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files										
100% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files										
PI 8: Percent Implementation of best practices										
20% responded requests thru the eFOI portal										
100% responded requests thru the eFOI portal										
90% implementation of orientation on updates on the process of records inventory and appraisal										
100% implemented the orientation on updates on the process of records inventory and appraisal										
90% updating of VSU Records Disposition Schedule (RDS)										
100% reviewed and submitted the VSU Records Disposition Schedule (RDS) to NAP for updating										
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE										
VPAF GA55 1: Human Resource Management and Development										

ODAS GASS 1: Administrative and Support Services Management									
OHRA GASS 1: Administrative and Support Services	PI 9: Number of linkages with external agencies maintained	All OHRA Staff	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	5	5	5	5	5.00
	PI 10: Number of committee assignments served/functions performed	MS Miralfor, GM Espinosa	7 Committees (RMIIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	7 Committees (RMIIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	5	4	5	4.67	
	PI 11: Number of staff meetings presided and counselling sessions conducted	MS Miralfor	1 meeting per month, monthly mentoring and coaching sessions	2 meetings done	5	5	5	5.00	
ODAS GASS 5: Records and Archives Services Management									
OHRA GASS 2: Records and Archives Services	PI 12: Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miralfor GM Espinosa VC Acilo	2,000 documents filed	3,054 documents filed	5	5	5	5.00	
		MS Miralfor GM Espinosa VC Acilo	150 personnel files of academic staff based on the new CSC checklist updated	338 files updated	5	5	5	5.00	
		MS Miralfor GM Espinosa VC Acilo JS Posas	3,000 academic 201 files uploaded/migrated to e-records systems	5,601 files uploaded	5	5	5	5.00	
	PI 13: Number of issuances filed within the day of receipt	MS Miralfor IV Sedrome	150 docs filed within the day of receipt	700 docs filed	5	5	5	5.00	
	PI 14: Number of records reference services served per request for filing	MS Miralfor GM Espinosa JS Posas	102 requests	848 request for information served and acted on time	5	5	5	5.00	
	PI 15: Number of requests for authentication of records/ documents served	All OHRA Staff	125 records/documents requested	400 records/documents requested for authentication	5	5	5	5.00	
	PI 16: Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miralfor GM Espinosa VC Acilo JB Posas	70% digitizing and uploading of memos, circulars and personal records to the eRecords System	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	
	PI 17: Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	3 display materials	3 photos of our VP for Administration & Finance	5	5	5	5.00	
	PI 18: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miralfor Abagarrhao	3,550 documents	4,263 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 19: Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MS Miralfor GM Espinosa IV Sedrome AP Bagarrhao	200 mails	641 outgoing mails (381 mails dispatched to Post Office; 260 mails delivered to recipients)	5	5	5	5.00	
	PI 20: Percentage of payment slips delivered monthly to different offices/staff concerned	MS Miralfor AP Bagarrhao	100% delivery of payslips	100% accomplishment	5	5	5	5.00	
VPAT GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 21: Number of appointments processed and Reports of Appointments issued (RAI) submitted to CSC	All OHRA Staff	100 copies facilitated	470 copies facilitated	5	5	4	4.67	
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRA GASS 8: PRIME-HRM compliant Performance Management services	PI 22: Percentage of IPCR with outstanding ratings reviewed/scanred/reproduced for submission to PMT	MS Miralfor GM Espinosa VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	4	4.67	
ODAS GASS 10: PRIME-HRM Aligned Rewards & Recognition Services									

OHRA GASS 10: PRIME-HRM Aligned Rewards & Recognition Services		PI 23: Percentage of HAP nominations screened/evaluated and recommended for approval of the VSU President	MS Marfor, PRAISE Committee	100% assistance on different requests of nominees as recommended by PRAISE	100% assistance on different requests of nominees as recommended by PRAISE	5	5	5	5.00	
OFFICE OF THE HEAD OF PROCUREMENT (OHP)										
OVP/AF STO 1:ISO 9001:2015 Aligned Documents										
ODAS STO 1: ISO 9001:2015 Aligned documents and compliant processes										
OHP MFO 1.1: Clients served rated the services received at least very satisfactory										
	PI 1: Percentage of services on procurement planning & management rated at least very satisfactory	J.Ecleo, A. Antofina	95%	95%	5	5	5	5		
	PI 2: Percentage of support services to the BAC rated at least very satisfactory	J.Ecleo, D.Talsaysay, L.Pagalan, L.Escala, M.Managbang, M.Millerza, K.Cayone, A.Tinkang, A.Antofina	95%	95%	5	5	5	5		
	PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esqueria, A.Tinkang, L.Escala	95%	95%	5	5	5	5		
	PI 4: Number of QPs registered/revised	J.Ecleo, E.Esqueria	1	2	5	5	5	5	2 new QPs registered (Evaluation of suppliers, procurement planning)	
	PI 5: Number of procurement process implemented according to QPs	All staff of OHP	2	4	5	5	5	5		
OVP/AF STO 3: ARTA aligned compliance and reporting requirements										
ODAS STO 3: ARTA aligned frontline services										
OHP MFO 2: ARTA aligned frontline services	PI 1: Number of complaints from clients in relation to efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero complaint from clients served	0 complaint	5	5	5	5		
OVP/AF STO 4: Innovations & Best Practices										
ODAS STO 4: INNOVATION Systems/Innovations/Proposals										
	PI 1: No. of new QPs drafted and forwarded to ODOA for registration	J.Ecleo, All OHP Staff	1 QP	2 QPs	5	5	4	4.67	Evaluation of suppliers, Procurement planning	
OVP/AF GASS 1: Administrative and Support Services Management										
ODAS GASS 1: Administrative and Support Services Management	PI 1: Number of involvement in various university committees/association	J.Ecleo, L.Escala, L.Pagalan, E.Esqueria	2 committees/boards	3	5	5	5	5	BAC, PBB Compliance, AdPA	
	PI 2: Number of procurement-related documents posted in the Transparency Seal (APP, APCPI, PMI)	J.Ecleo	6 (1 APP, 2 Supplemental APPs, 2 PMIs, 1 APCPI)	39	5	5	5	5	Includes 33 TRBs	

OVPAF MFO 6: PROCUREMENT SERVICES								
ODAS GASS 3: Procurement Services								
OHP MFO 3.1: Procurement Planning & Management	PI 1: Number of PPMPs, including supplemental and amendment, reviewed, evaluated and accepted	J.Ecleo, A.Antofina	400 PPMPs	401	5	5	5	5
	PI 2: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.Layola	1 registry	1	5	4	5	4.67
	PI 3: Number of APP generated, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	1 APP submitted on/before January 31, 2022	1	5	5	5	5
	PI 4: Number of Supplemental APP generated, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 Supplemental APPs	3	5	5	5	5
	PI 5: Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 PMRs (1 for 2nd Sem 2021 submitted on/before 14 July, 1 for 1st Sem 2022 submitted on/before 14 January)	1	5	5	5	5
OHP MFO 3.2: Support Services to the BAC	PI 1: Number of PRs reviewed, accepted, consolidated by nature of items, and monitored	J.Ecleo, K.Cayone, A.Antofina	700 PRs	713	5	5	5	5
	PI 2: Number of procurement projects undertaken through Competitive Bidding	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, A.Timkang, L.Layola	25 procurement projects	33	5	5	5	5
	PI 3: Number of procurement projects undertaken through Alternative Method of Procurement	J.Ecleo, L.Layola, D.Talisaysay, L.Escala, M.Managbanag, K.Cayone, A.Timkang	200 procurement projects	309	5	5	5	5
	PI 4: Number of BAC meetings facilitated	J.Ecleo, L.Escala, L.Pagalan, M. Milleza	60 meetings	63	5	5	5	5
	PI 5: Percentage of the total amount of the Indicative APP 2022 undertaken early procurement	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, L.Layola	at least 50% of the total amount	42.27%	5	4	4	4.33
								post-qualification was delayed due to the pandemic
OHP MFO 3.3: Contract Management	PI 1: Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	J.Ecleo, L.Escala	325 POs/Contracts	399	5	5	5	5
	PI 2: Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	J.Ecleo, L.Escala	90 POs/Contracts	169	5	5	5	5
	PI 3: Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	J.Ecleo, E.Esguerra	150 vouchers	159	5	5	5	5
	PI 4: Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	J.Ecleo, E.Esguerra	180 POs/Contracts	318	5	5	5	5
								a portion of the PI 1 only. Not all prepared PO will be completely delivered
	PI 5: Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	J.Ecleo, E.Esguerra	86 vouchers	86	5	5	5	5
								assuming all in PI 2 are all completely delivered
	PI 6: Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A.Timkang	150 completed contracts	162	5	5	5	5

	PI. 10. Number of new systems/innovations/proposals introduced and implemented	All Cash personnel	1 new system;	4 new system	5	5	5	5.00	1. Transfer of student assessment to accounting office to strengthen check and balance. 2. Opening of new bank account for Chef/UNIFAST transactions. 3. Assigning regular staff to assist collection every morning. 4. Preparation of RADAI for debit advice transactions.
ODAS/HRM GASS 1: Administrative and Support Services									
	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	All Cash personnel	400 requests/administrative documents (clearances, readmission, etc.)	407 requests/administrative documents (clearances, readmission, etc.)	5	5	5	5.00	102%
	PI. 18 No. of linkages with external agencies maintained	Q. Atupan & All Cash personnel	8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan, Cebuana)	5	5	5	5.00	100%
	PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	R.Guinocor, LB Cano, QE Atupan, Heads under ODAS and all cash personnel	6 Mancom meetings attended 6 staff meetings presided coaching sessions conducted 6	6 Mancom meetings attended 6 staff meetings presided coaching sessions conducted 6	5	5	5	5.00	100%
	PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP, OTP, etc)	QE Atupan, LB Cano, R. Arpoceple and V. Valenzona	5 reports	6 reports	5	5	5	5.00	120%
	PI.22 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	QE Atupan, L. Cano and R. Guinocor	7 reports	8 reports	5	5	5	5.00	114%
ODAS/HRM GASS 4: Cashiering Services									
CASH MFO1: Administration Support Services & Management									
	PI1. Number of communications prepared for bank updating and other cash transactions	QE. Atupan, R. Guinocor, DL Tan, E. Tulin, R. Arpoceple, V. Valenzona, M. Mendoza.	100 communications	407	5	5	5	5.00	407%
	PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan, R. Guinocor, V. Valenzona, A Flores, L. Ampac and Procurement office	6 monitoring	6 monitoring	5	5	5	5.00	100%
CASH MFO2: Disbursement/Processing									
	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	QE. Atupan, L. Ampac, R. Guinocor, DL Tan, R. Dohiling, M. Mendoza, V. Valenzona, PBL Urdaneta, K. Sedrome,	1750 approved payrolls and vouchers	7317 approved payrolls and vouchers	5	5	5	5.00	418%
	PI2. Number of checks, LDDAP, ACIC and PACS issued and released within three days	QE. Atupan, L. Ampac, R. Guinocor, DL Tan, R. Dohiling, M. Mendoza, V. Valenzona,	1500 checks; 6,000 entries of LDDAP and PACS	4355 checks; 10,005 entries of LDDAP and PACS	5	5	5	5.00	290% checks; 167% entries of LDDAP and PACS
	PI3. Number of Purchase Orders paid	QE. Atupan, L. Ampac, R. Guinocor, J. Ecleo, A. Flores, R. Nuñez, R. Dohiling,	300 Purchase Orders	374 Purchase Orders	5	5	5	5.00	125%

	PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan, MM.Mendoza, C.Sacro, R.Guinocor, L.Ampac	4 cash advance/Petty Cash Funds	7 cash advance/Petty Cash Funds	5	5	5	5.00	175%
CASH MFO3: Financial reports preparation									
	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	QE.Atupan, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Arpoceple	300 daily/weekly reports 60 monthly reports	300 daily/weekly reports 60 monthly reports	5	5	5	5.00	100%
CASH MFO4: Collection Services									
	PI1. Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro, V. Valenzona	2,500 official receipts issued	14,268	5	5	5	5.00	571%
	PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	500 deposits	1198 deposits	5	5	5	5.00	240%
CASH MFOS: Student Services									
	PI1.Number of students records of accounts maintained, validated and updated for college and high school students	J. Tenaja, C.Sacro, QE.Atupan, V.Circulado, Fe Calunangan, R.Dohiling and J. Baslan	3500 students 5,000 old accounts	7,932 students and 5,000 old accounts	5	5	5	5.00	227%
	PI2.Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	J. Tenaja, QE.Atupan and J. Baslan	43 reports	50 reports	5	5	5	5.00	116%
	PI2.Number of students temporary clearance and statement of accounts prepared and printed.	J. Tenaja, C. Sacro QE.Atupan and J. Baslan	5,000 students	7,000 students	5	5	5	5.00	140%
	PI2.Number of collection/ demand letters sent to students with delinquent accounts	J. Tenaja, QE.Atupan, LB Cano and J. Baslan	250 demand letters	500 demand letters	5	5	5	5.00	200%
OFFICE OF THE HEAD FOR GENERAL SERVICES (OHGS)									
UGASS. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS STO 1:1: ISO 9001:2015 aligned documents and compliant processed									
	PI.1:Percentage of clients served rated the services received at least very satisfactory or higher	All GSO utility	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	
	PI.2: Number of QPs updated or revised to the ODQA	Atty. Rysan Guinocor	1	0	0	0	0	0	Under review of the VP, Admin & Finance.
	PI.3: Number of QPs registered to the ODQA	Atty. Rysan Guinocor	1	0	0	0	0	0	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/STO 3: ARTA aligned frontline services									
	PI. 1:Efficient & customer friendly frontline service	RC. Guinocor, GSO staff and all Utility/Messenger	Zero percent complaint from clients served	100% accomplished	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC

OVPAF STO 4: Innovations & Best Practices									
ODAS STO 4: New Systems/	PI 1: No. of new systems/innovations introduced	Atty. Rysan Guinocor and staff	1 innovation	2	5	5	5	5	
ODAS/GASS 7: GENERAL SERVICES									
	PI.1:Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned	100% cleaned	5	5	4	4.67	
	PI.2: Number of documents delivered to different units	All GSO utility	100 documents	5000 documents delivered to different units	5	5	4	4.67	
	PI.3:Percentage of floor area cleaned	All GSO utility	100% floor area cleaned in a week	100% floor area cleaned	5	5	5	5	
	PI.4:Percentage of trashbins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100% cleaned and sanitized	4	4	4	4	
	PI.5:Percentage of VSU offices cleaned	All GSO utility	100% cleaned	100% VSU offices cleaned	5	5	5	5	
	PI.6:Monthly Accomplishment Report	All GSO utility	24 Monthly Accomplishment Reports conducted	6	4	4	4	4	
	PI. 7: Percentage of Alay Linis facilitated and participated	Atty. Rysan Guinocor and All GSO utility	100% facilitated and participated	100% facilitated and participated	5	5	5	5	
CEBU OFFICE									
UGASS. SUPPORT TO OPERATIONS									
ODAS STO1: ISO 9001: 2015 ALIGNED DOCUMENTS									
	PI.1:Percentage of clients served rated the services received at least very satisfactory or higher	All VCO Staff	95% of clients rated services as very satisfactory or higher	98% of clients rated services as very satisfactory or higher	4	5	5	4.67	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO3: ARTA ALIGNED FRONTLINE SERVICES									
	PI 1: Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	4	4	5	4.33	
ODAS STO4: INNOVATIONS AND BEST PRACTICES									
VCO STO1: INNOVATIONS & NEW BEST PRACTICES									
	PI 1: Number of new systems/innovations/proposals introduced and implemented	All VCO Staff	9 new monitoring forms prepared	9 new monitoring forms prepared	4	4	4	4.00	
UMFO6:GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)									
ODAS GASS 1. Administrative and Support Services Management									
	PI 1: No. of procurement- related services performed	N. Pacada, R. Gioman	55 RFQs, 50 POs, 70 checks served and retrieved; 6 ACIC, 8 NOA, 4 NTP, 4 CA delivered;	93 RFQs, 55 POs, 71 checks served and retrieved; 6 ACIC, 10 NOA, 11 NTP, 8 CA delivered;	4	5	4	4.33	
	PI 2: Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 14 for replenishments, 12 payrolls, and 8	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 18 for replenishments, 12 payrolls, and 10 payment vouchers to Accounting	5	5	4	4.67	

PI 3: No. of linkages with external agencies.. maintained	N. Pacada, R. Gioman	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	4	4	5	4.33	
PI 4: No. of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	5 staff meetings conducted	6 staff meetings conducted	4	4	4	4.00	
PI 5: No. of minutes of staff meetings prepared	N. Pacada	5 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4.00	
PI 6: No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	9 requests facilitated	10 requests facilitated	5	5	5	5.00	
PI 7: No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	8 requests for assistance attended and facilitated	10 requests for assistance attended and facilitated	5	5	5	5.00	
PI 8: VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VCO Staff	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from clients/guests service rated very satisfactory or higher	5	4	4	4.33	
PI 9: Number of lodging accomodation frontline-related services performed	All VCO Staff	25 guests welcomed and registered at reception, 25 guests provided room accomodation, 25 ORs issued for lodging service fees	99 guests welcomed and registered at reception, 99 guests provided room accomodation, 47 ORs issued for lodging service fees	4	5	5	4.67	
PI 10: Number of weekly general cleaning services of the VCO premises performed	N. Pacada, R. Gioman	19 weeks general cleaning services	22 weeks general cleaning services	4	5	5	4.67	
PI 11: Number of maintenance/repair services performed	All VCO Staff	25 maintenance/repair services performed	34 maintenance/repair services performed	4	5	5	4.67	

UGASS: SUPPORT TO OPERATIONS								
OVPAF STO 1: ISO aligned management and administrative support system								
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes								
OHSPM STO 1.1: ISO 9001:2015 aligned documents and compliant	PI 1. Percentage of clients served and rated the services received at least very satisfactory or higher	All OHSPM Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00
	PI 2. Number of quality procedures revised/updated and registered at QAC	A.M. Flores, dDRC, Alternate dDRC	one (1) quality procedure revised and registered	two (2) quality procedure submitted to QAC	5	5	5	5.00
	PI 3 Number of OHSPM processes implemented in accordance with existing approved quality procedures	All OHSPM Staff	1 process implemented according to new QP	1 process implemented according to new QP	5	5	5	5.00
	PI 4. Number of Reports submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	All OHSPM Staff	30 reports submitted to Accounting, COA, QAC, OVPAF, ODAS and other regulatory bodies	Accounting - 6 COA - 8 QAC - 5 ODAS - 6 OVPAF - 6	5	5	4	4.67
	PI 5. Percentage of updating and encoding of records in the database	All OHSPM Staff	100% updating of records in the database	100% updating of records in the database	5	5	5	5.00
	PI 6. Percentage of ISO evidences and other related documents compliant with existing OHSPM quality procedures kept intact and readily available to Auditor	All OHSPM Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00
OVPAF STO3: ARTA aligned compliance and reporting requirements								
ODAS STO 3: ARTA aligned frontline services								

OVPAF STO 1: ISO aligned management and administrative support system								
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OHSPM STO 1.1: ISO 9001:2015 aligned	PI 1. Percentage of clients served and rated the services received at least very satisfactory or	All OHSPM Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00
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documents and compliant	higher		compliance, or higher	compliance, or higher	5	5	5	5.00
	PI 2. Number of quality procedures	A.M. Flores, dDRC,	one (1) quality procedure revised and	two (2) quality procedure submitted to QAC	5	5	5	5.00

	revised/updated and registered at QAC	Alternate dDRC	registered		5	5	5	5.00	
	PI. 3 Number of OHSPM processes implemented								

	In accordance with existing approved quality procedures	All OHSPM Staff	1 process implemented according to new QP	1 process implemented according to new QP	5	5	5	5.00	
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	PI 4. Number of Reports submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	30 reports submitted to Accounting, COA,	Accounting - 6 COA - 8 QAC - 5						
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	regulatory bodies	All OHSPM Staff	QAC, OVPAF, ODAS and other regulatory bodies	QAC - 5 ODAS - 6 OVPAF - 6	5	5	4	4.67
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PI 5. Percentage of updating and encoding of records in the database	All OHSBA Staff	100% updating of records in the database	100% updating of records in the database	5	5	5	5.00
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	records in the database	All ORSPM Staff	100% updating of records in the database	100% updating of records in the database	5	5	5	5.00	
	PI 6. Percentage of ISO evidences and other								

related documents compliant with existing OHSPM quality procedures kept intact and readily available to Auditor	All OHSPM Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00
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ODAS STO 3: ARTA aligned frontline services								
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OHSPM 2: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	All OHSPM Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
OVPAF STO4: INNOVATIONS & BEST PRACTICES									
OHSPM 3: Innovations & new Best Practices	PI 1. Number of new systems/innovations/proposals introduced and implemented	All OHSPM Staff	1 new innovation system; 1 Process Flow 1 new Work Instructions	One (1) new innovation (submitted to QAC 2 QP) Two (2) process flow (Inventory Taking and Tagging & process flow of disposal of	5	5	5	5.00	
	PI 2. Number of draft Operations Manual and revised existing manual prepared	All OHSPM Staff	1 Operations manual	1 Operations manual (on-going)	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)									
OVPAF GASS 1: Administrative and Support Services Management									
ODAS GASS 1: Administrative and Support Services									
OHSPM 1: Administrative and Support Services	PI 1. Office and staff management and maintenance	A.M. Flores	100%	100%	5	5	5	5.00	
	PI 2. Number of linkages with external agencies maintained	A.M. Flores	1 external agency -Commission on Audit (COA)	1 external agency -Commission on Audit (COA)	5	5	5	5.00	
	PI 3. Number of committee involvement in the University	A.M. Flores; D. Alba	3 committees (VSU-Disposal Committee, BAC & CAC)	3 committees (VSU-Disposal Committee, BAC & CAC)	5	5	5	5.00	
	PI 4. Number staff meetings presided and counselling, mentoring and coaching sessions conducted	A. Flores	12 monthly office meetings; (12) monthly counselling, mentoring and coaching sessions	6 monthly office meetings; 6 monthly counselling, mentoring and coaching sessions	5	5	5	5.00	
ODAS GASS 3: Supply & Property Management Services									
OHSPM 3.1: Supply and Property Custodianship	PI 1. Number of supply and property management workflow processes prepared needed in the enhancement of the existing program	All OHSPM Staff	1 workflow process	Proposal to SPPMIS for a change of estimated useful life of ICS	5	5	4	4.67	
	PI 2: Number of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.	J. Lumanta, J. Adaza, M.P. Bandalan, S. Latras,	500 deliveries received, checked and facilitated for inspection	729 deliveries received, checked and facilitated for inspection	5	5	4	4.67	
	PI 3: Number of completed Purchase Orders/Contracts endorsed for voucher preparation	J. Lumanta, J. Adaza, M.P. Bandalan, S. Latras,	650 Purchase Orders/Contracts	512 Purchase Orders/Contracts	5	5	5	5.00	

	PI 4: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, D. Alba, M. Gucela	1500 property documents prepared	1401 property documents prepared	5	5	4	4.67	
	PI 5: Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternative mode and from PS-DBM) properly handled and stored	J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards	100% (402/402 PO's)	5	5	5	5.00	
	PI 6: Number of approved RIS received, recorded and served.	J. Lumanta, M. P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	500 RIS received, recorded and issued/served	590 RIS received, recorded and issued/served	5	5	5	5.00	
	PI 7: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	A.M. Flores, J. Lumanta,	24 RSMI for all funds per year	12 RSMI for all funds (2 quarters)	5	5	4	4.67	
	PI 8: Number of the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) posted in the database upon receipt	D. Alba M. Gucela R. Piamonte	200 PAR/ICS	355 PAR/ICS posted in the database	5	5	5	5.00	
OHSPM 3.2: Inventory Management System	PI 1: Number of equipment property cards prepared, maintained and checked.	D. Alba A. Flores	200 equipment property cards	197 equipment property cards	5	5	4	4.67	
	PI 2: No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted	Warehousemen, Inventory Committee	2 Physical inventory per year for SME's	two (2) Physical inventory conducted bodega 1 & 2	5	5	5	5.00	
	PI 3: Number of employees/department /units with completed Physical inventory and checking of Property Plant and Equipment (PPE's) as to existence and serviceability	Inventory team OHSPM Staff	100% of the employees in each dept/units scheduled for inventory	100% of the employees in each dept/units scheduled for inventory (56/56)	5	5	5	5.00	
	PI 4: Percentage of employee records of property accountabilities updated and outgoing employees cleared	R. Piamonte A.M. Flores E. Piamonte	80% of outgoing employees cleared	80% of outgoing employees cleared	5	5	5	5.00	
	PI 5: Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled	All OHSPM Staff	100% reconcilable figures found in physical inventories reconciled against general ledger account	50% reconcilable figures found in physical inventories reconciled against general ledger account	5	5	4	4.67	
	PI 6: Number of vehicles insured and registered with LTO and number of buildings insured with GSIS	A.M. Flores J. Lao	18 vehicles insured and registered; 64 buildings insured	10 vehicles insured and registered; 111 buildings insured	5	5	5	5.00	
OHSPM 3.3: Disposal Management	PI 1: Number of reports and documents of Unserviceable Properties for disposal prepared and submitted	E. Piamonte, D. Alba, L. Fernandez, A. Flores	200 reports (IIRUP, RSUP & WMR)	55 IIRUP 77 RSUP 59 WMR	5	5	4	4.67	
	PI 2: Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	A.M. Flores E. Piamonte D. Alba	Two (2) public auction	Two (2) public auction	5	5	5	5.00	
	PI 3: Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	A. M. Flores, J.M. Lao, E. Piamonte, L. Fernandez	100% of requests acted	100% of requests acted (34/34)	5	5	5	5.00	
OHSPM 3.4: Fuel and Lubricants Dispensing Management	PI 1: Number of approved RIS for fuel and lubricants received, issued and processed	D. Alba, E. Abanera, A. M. Flores	500 RIS received	845 RIS received	5	5	5	5.00	

	PI 2: Number of Inventory of fuel conducted	E. R. Abanera, D. Alba	40 inventories	24 inventories	5	5	4	4.67	
	PI 3: Number of documents/reports relative to fuel station operations prepared, processed and filed.	D. Alba, E. Abanera, A. M. Flores	200 documents/reports	120 documents/reports	5	5	4	4.67	
		Total Over-all Rating			712	711	698	707.1	
		Average Rating			4.84	4.83	4.75	4.81	
		Adjectival Rating							

Received by:

TONI MARC L DARGANTES

Planning Office

Date: 7/13/2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved by:

EDGARDO E. TULIN

University President

Date: 7/25/22